



## CALIFORNIA STATE PERSONNEL BOARD

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ARNOLD SCHWARZENEGGER, Governor



### MEMORANDUM

DATE: November 8, 2004

TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS

FROM: California State Personnel Board  
Merit Employment and Technical Resources Division

SUBJECT: STATE EMPLOYEE DISABILITY QUESTIONNAIRE – SCANNABLE  
FORMAT – STANDARD 740

By law, all employers are required to provide equal employment opportunity to individuals with disabilities. Government Code Section 19233 requires that the state survey employees in each department to determine the number of employees with disabilities for purposes of developing employment goals and ensuring equal employment opportunity. To determine the status of these efforts, complete and accurate statistical information regarding disabled representation in state service is required.

The State Personnel Board (SPB) has developed a new scannable *State Employee Disability Questionnaire*, Standard (Std) 740 (replacing forms SPB 131 and 131a). The new Std 740 solicits the same information as the prior *State Employee Disability Questionnaire* and may be used for gathering information from new and rehired employees, as well as for periodic resurvey to update employee disability information. The SPB is no longer able to process the SPB 131 and 131a. Departments may recycle or dispose of the old forms currently on hand and order a supply of the scannable Questionnaire through the Department of General Services at the following address:

#### FORMS MANAGEMENT CENTER

Office of State Publishing (IMS P-6)  
344 North 7<sup>th</sup> Street  
Sacramento, CA 95814-0291

**Service Center:**  
(916) 324-4635 or  
Toll free: (800) 964-3214  
Fax: (916) 324-9908

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For your convenience, attached are updated procedures for identifying employees with disabilities and a sample memo to employees regarding the survey. If you have any questions about the procedures, please contact Matilda Bannerman-Richter in the Office of Civil Rights at (916) 653-1276.

Karen Coffee, Chief

Attachments

## PROCEDURES FOR IDENTIFYING EMPLOYEES WITH DISABILITIES

*Section 504 of the U.S. Rehabilitation Act of 1973* authorizes that information about an applicant's or employee's disabilities may be collected, on a voluntary basis, for statistical purposes as part of an affirmative action plan to facilitate the employment of persons with disabilities. Employers are prohibited from requiring employees to provide such information.

### **IMPORTANT CHANGE**

**The *Employee Disability Questionnaire*, Std. 740, will be used to collect disability data from new and rehired employees, and to periodically update employee disability information through a resurvey.** It is a scannable form. Please destroy all older, non-scannable Employee Disability Questionnaires. Non-scannable forms can no longer be used for resurvey purposes, since the SPB can no longer enter non-scannable data into its database, and data will be lost.

### **MARKING INSTRUCTIONS**

**A No. 2 pencil must be used to mark the *Employee Disability Questionnaire*, Std. 740.** Do not use ink, ballpoint or felt tip pen to fill in the form. It does not scan and your data will be lost.

### **DATA COLLECTION AND PROCESSING INSTRUCTIONS**

The following procedures are to be followed for collecting disability information from State employees:

1. **New Employees and Rehired Employees** (includes all permanent, limited term, temporary and seasonal employees)
  - a. Departmental Personnel Offices are responsible for distributing the scannable *State Employee Disability Questionnaire*, Std 740, to all new and rehired employees and for collecting the form from these employees.
  - b. After collecting the questionnaires, the Social Security Number and primary disability code information should be transferred to the *Personnel Action Request* (PAR) document for entry into the State Controller's Office (SCO) Employment History Database file. If an employee refuses to mark any code on the questionnaire, the department should enter the number "8" in the space for the "Primary Disability Code".

**NOTE: By law, the disability information requested on the questionnaire may only be collected on a voluntary basis.**

- c. After transferring the primary disability code information to the PAR, the original disability questionnaire should be forwarded to the State Personnel Board's (SPB's) Information Systems Unit, for post-audit purposes, at the address indicated below in 3d. The SPB will then destroy the questionnaires. The forms must not be copied or retained by the department.

2. **Status Changes for Current Employees**

**Note:** If a new reasonable accommodation is provided to an employee, the department should provide another *State Employee Disability Questionnaire* for updating disability information.

- a. The Personnel Office should have a supply of scannable *State Employee Disability Questionnaires* available for employees wishing to add an additional disability to their disability designation.
- b. To effect a change in disability status, an employee must complete and submit a new questionnaire to the Personnel Office. The Personnel Office should then transfer the new primary disability code information to the PAR document for entry into the State Controller's Office Employment History Database.
- c. When completing a new questionnaire to add a disability designation, the employee should enter the applicable codes for the continuing disability and the newly incurred condition in the appropriate space designated "Primary Disability Code" and "Secondary Disability Code".
- d. After transferring the information to the PAR, the original disability questionnaire should be forwarded to the SPB's Information Systems Unit, at the address indicated in paragraph 3d. The SPB will destroy the questionnaire. The forms should not be copied or retained by the department.

3. **Resurvey of Current Employees** (includes all permanent, limited term, temporary and seasonal employees)

- a. In order to maintain accurate statistical information on employees with disabilities, the SPB recommends that departments resurvey their employees at least once every five years to ensure that all employees have the opportunity to identify or update disability information.

- b. In conducting resurveys, departments are to use the *State Employee Disability Questionnaire*, Std 740. A copy of the scannable form is enclosed. Departments may order these forms through:

**FORMS MANAGEMENT CENTER**  
**Office of State Publishing (IMS P-6)**  
**344 North 7<sup>th</sup> Street**  
**Sacramento, CA 95814-0291**

**Service Center:**  
(916) 324-4635 or  
Toll Free: 1-800-964-3214  
FAX: (916) 324-9908

- c. The questionnaires and a return envelope should be distributed to all departmental employees with a cover letter explaining the purpose of the resurvey. Please Note: The SPB no longer provides return envelopes. The letter should contain a specific date for the return of the questionnaires and be signed by the department's director. A sample cover letter, from departmental director, is included.
- d. Employees are to complete the questionnaires and forward them to the Personnel Office. The Personnel Office will forward the unopened envelopes to the SPB's Information Systems Unit where information will be scanned into the database. The mailing address is:

State Personnel Board  
Information Systems Unit, Mail Station #33  
P.O. Box 944201  
Sacramento, CA 94244-2010

- e. If an employee prefers, he/she can mail the questionnaire directly to the SPB's Information Systems Unit.
- f. SPB will scan the resurvey information into the database on a flow basis. The impact of resurvey results on the representation of employees with disabilities will be reflected in the next quarterly Management Information Reports produced.

4. **Confidentiality Requirements**

All disability information is provided voluntarily by employees with the understanding that both the department and the SPB guarantee its confidentiality. The *U.S. Rehabilitation Act of 1973, Fair Employment and Housing Act* and the *Americans with Disabilities Act of 1990* mandate this confidentiality. **Departments are not to make or retain copies of the State Employee Disability Questionnaire.**

5. **Technical Assistance**

Questions about the *State Employee Disability Questionnaire* or the procedures for identifying employees with disabilities should be directed to the SPB's Office of Civil Rights, at (916) 653-1276 or TTY (916) 653-1498.